



Ashland County Board of Health Meeting Agenda

**Tuesday, January 14, 2020 @ 7:00 pm
1763 State Route 60, Ashland, Ohio 44805**

Call To Order: Jeff Hardman – Ashland County Board of Health

1. Approval of December Minutes

2. Approval of December Expenses

- A. General/ Food Protection/PHEP

3. Division Reports

- A. Health Commissioner
- B. Environmental Health
- C. Nursing
- D. PHEP

4. Old Business

5. New Business

- A. A resolution authorizing the Health Commissioner or Environmental Health Director to apply for, accept, and enter into a water pollution control loan fund agreement on behalf of the ACHD for the repair and replacement of home sewage treatment systems
- B. Sewage Variance Request – Barr, Mike & Tammy; Troy Twp – Holding Tank for Personal Use Garage
- C. Approval of Public Health Emergency Preparedness Multi-Year Training and Exercise Plan for State Fiscal Years 2020-2024
- D. Approval of Resignation of Sarah Goodwill Humphrey, effective February 1, 2020
- E. Approval of 2019 annual financial report and submission to Ohio Auditor of State

6. Personal Privileges

7. Executive Session, requested by the Health Commissioner: Pursuant to Section 121.22 of ORC - Regarding the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official

8. Adjourn --- Next Meeting: Tuesday, February 11, 2019 @ 7:00 pm



Ashland County Board of Health Meeting Minutes
1763 State Route 60, Ashland, Ohio 44805
December 10, 2019 – 7:00pm

Board of Health Members Present:

Jeff Hardman
Dr. David Tomchak

Ron Puglisi
Dr. Rebecca Cawrse

Stan Kopp

Staff Members Present:

Sarah Goodwill Humphrey
Shirley Bixby
Lauren Jeffery

Health Commissioner
Nursing Director
Vital Statistics/Admin

Guests Present:

None

Call to Order: The Ashland County Health Department Meeting was called to order by Board President, Jeff Hardman at 7:05 pm at 1763 State Route 60, Ashland, Ohio 44805.

Approval of Minutes: A motion was made to approve the November 2019 Board of Health Meeting minutes by Mr. Stan Kopp and seconded by Mr. Ron Puglisi. The motion carried.

Approval of Expenses: A motion was made to approve the November 2019 General /Food Protection/PHEP expenses by Mr. Stan Kopp and seconded by Dr. David Tomchak. The motion carried.

Health Commissioner Report: Sarah reported on staffing needs in both the CMH program due to the resignation of a nurse, as well as in the Food Protection program due to the same.

The Healthy Homes/Lead Prevention Grant is being released during the month of April. ODH will be granting up to \$10,000.00 per award. We were awarded this amount in 2018 and chose not to pursue the grant in 2019. We can do some Public Education campaigns with this grant. In the past we had bill boards and did a featured story with an affected family for Ashland Source. We also bought lead clean up supplies for homes.

We were awarded \$16,000.00 for Safety equipment for young children. We are going to purchase car seats and boosters, pack and plays, gates, sleep sacks as well as high chairs. The parents will receive 15 to 30 minutes of educational training and then they will up to \$200 in needed safety equipment. The families must be TANF eligible; they must not have any open or suspected cases of previous child abuse or neglect through the JFS system.

Accreditation deadline is falling fast upon us. There was training on Clear Impact, which is a score card performance management system. We are continuing to improve our service delivery to our residence, whether it is capturing a new insurance carrier or looking for grant opportunities. President Jeff Hardman asked about the time line and if we were on schedule. Emily Frantz is now a private consultant with her own company, Alpha LLC. Sarah was able to bring her up to date of ACHD's accreditation status. Emily was confident that we could be done in ten months, with Sarah still filing an PHAB extension to have extra time.

Emergency Preparedness Division Report: Please see the report provided in the Board Packet.

Sarah also reminded the Board of Health that there will be a NECO table top drill on January 16, 2020. All Board Members were encouraged to participate.

Environmental Health Division Report: With Pat not being in attendance, please see her report in your packet. Speaking on Pat's behalf Sarah reported on the food program. All EH staff were told that they had a deadline to get all of the first round inspections done by the first week in December. That deadline was met and with the use of an Excel tracking form, they are working on completing all inspections by February 28th as required. Karleigh has been helping out tremendously.

Nursing Division Report: Shirley reported vaccine clinics have been slower, but flu vaccine has brought numbers up. All flu vaccine has been sold.

Shirley is also doing the Home visiting for BCMH for over a 200 child case load. There are people coming on and going off of the program. Jenna Gerwig is helping where she can on things that need to be taken care of immediately. Shirley has a CMH program consultant at ODH that she consults with on a regular basis.

There have not been as many communicable diseases this month. There has been no hospitalized flu.

Health & Wellness Target Action group will be meeting on Thursday to discuss CHIP Implementation Plans, update activities conducted and review any new data. Shirley discussed several of the TAG initiatives that are being worked on by the group.

Old Business: None

New Business:

A. Review of 2020 Budget

Discussion: Sarah reported that this is the same budget and appropriation that was proposed in July. She was able to balance at that time and that was without taking of our most recent levy passage into consideration. Sarah did not go back to ask for an increase in revenues, which would allow us to increase our expenses as these adjustments can be done throughout the year. In 2019 the new tax rate will be applied and we will be collecting the first of it within 6 months into 2020. These monies will help with bringing on the Accreditation Consultant or fill staffing gaps.

Sarah asked if there were any questions concerning the reviewing of the budget. There were none.

B. Approval of Accreditation Service Contract with Alpha, LLC.

Discussion : The hourly price per contract would be \$50.00 and does not include mileage at the federal mileage rate. She would work both on and off site. We would like to have her start as soon as January 1, 2020.

It was also discussed about placing a cap, which would help with appropriations in funds, but also knowing that if we hit that cap and still needed to go further, we would be able to. The question was asked by the Board of Health "about how many hours a week would be necessary?" Sarah replied that it is uncertain at this point in time. We need to do what we have to, to get us through Accreditation. The Board of Health reminded us that helping to get the levy passed was pushing for accreditation and getting that done.

It was asked by The Board of Health "what a realistic cap would be with the funds that we have?"

Sarah reported that we have not accounted the increased amount of our levy revenues in the 2020 revenue budget. The board suggested an initial cap of \$50,000.00 of which was agreed upon.

The Board of Health will approve the amended contract with a cap of \$50,000 and amended mileage rate to that of the 2020 federal rate.

Motion: Mr. Stan Kopp

2nd: Dr. David Tomchak

Motion Carried:

C. Approval of Medical Countermeasures Cold Chain Management SOP

Discussion: This is a PHEP deliverable that needed to be met and Jill conferred with nursing staff, as needed, to develop the entire plan. This is the chain of custody of vaccines that need

refrigeration or frozen, and how to move them from location to location, what equipment is used, etc.

Motion: Dr. David Tomchak

2nd: Dr. Rebecca Cawrse

Motion Carried:

D. Approval of Resignation of Thomas Cassell, effective 12/09/2019

Discussion: Sarah presented the resignation of Tom Cassell as he described in his letter, asked if there were any questions. No discussion.

Motion: Dr. David Tomchak

2nd: Dr. Rebecca Cawrse


Motion Carried:

Personal Privileges – None

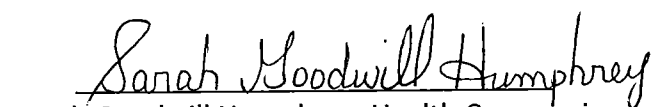
Adjourn: Next Meeting: Tuesday January 14, 2020 @ 7:00pm

Adjournment: The meeting was adjourned at 8:21pm

Notes taken by: Lauren Jeffery



Jeff Hardman, President
Ashland County Board of Health



Sarah Goodwill Humphrey, Health Commissioner
Secretary to the Ashland County Board of Health

Ashland County Health Department - December Budget Report

2019 - COUNTY HEALTH DEPARTMENT

December

REVENUE

FUND 9 General

	2019 Certified Budget	2019 AMENDED BUDGET	December MTD Actual	YTD ACTUAL	Current Budg. Bal
00001 Real Property Taxes	165,821.00	182,821.00	0.00	182,644.61	176.39
00004 Subdivision Levy	22,000.00	22,000.00	0.00	22,000.00	0.00
00006 Mobile Home Tax	500.00	500.00	0.00	380.29	119.71
00210 Health Permits	35,000.00	50,000.00	2,012.00	46,451.00	3,549.00
00211 Health Licenses	35,000.00	35,000.00	5,100.00	38,478.50	-3,478.50
00302 All State Revenue /Grants	50,000.00	145,400.00	19,643.45	149,619.22	-4,219.22
00399 2 1/2 Rollback Homestead /ST.	23,000.00	23,000.00	0.00	23,114.86	-114.86
00422 BCMH Nursing Fees	65,000.00	70,000.00	3,130.00	72,340.00	-2,340.00
00431 Health Birth / Death Fees	100,000.00	100,000.00	7,650.00	102,300.00	-2,300.00
00432 Environmental Health Fees	20,000.00	20,000.00	1,300.00	23,010.00	-3,010.00
00433 Vaccine Nursing Fees	105,000.00	112,600.00	10,670.93	126,375.14	-13,775.14
00642 All Other Misc Revenue	10,000.00	10,000.00	0.00	4,423.15	5,576.85
00919 All Other Reimbursement	255,500.00	265,500.00	0.00	264,135.86	1,364.14
00931 Gifts & Donations	1,000.00	1,000.00	0.00	500.00	500.00
REVENUES TOTAL	887,821.00	1,037,821.00	49,506.38	1,055,772.63	-17,951.63

EXPENSE

FUND 9 General

	2019 Approved Budget	2019 Amended Budget	December 2019 Expenses	2019 YTD Expenses	Unexpended Balance	Open POS	Unencumbered Balance
01011 Employee Wages	460,000.00	460,000.00	25,222.68	365,818.14	94,181.86	0.00	94,181.86
01020 PERS / STRS	78,400.00	78,400.00	3,531.18	50,428.44	27,971.56	0.00	27,971.56
01030 Workers Compensation	7,000.00	7,000.00	0.00	3,532.51	3,467.49	0.00	3,467.49
01040 Medicare Employer Share	8,120.00	8,120.00	368.32	5,306.89	2,813.11	0.00	2,813.11
01060 Insurance Premium	105,000.00	125,000.00	10,164.38	112,383.17	12,616.83	0.00	12,616.83
02010 Ashland Co Health Contract	6,750.00	9,750.00	612.77	8,694.81	1,055.19	0.00	1,055.19
04010 Ashland Co Health Supplies	77,200.00	82,200.00	1,155.76	72,730.59	9,469.41	0.00	9,469.41
04020 Postage	1,500.00	1,500.00	0.00	583.51	916.49	0.00	916.49
04040 Office Supplies	5,000.00	5,000.00	0.00	1,617.26	3,382.74	0.00	3,382.74
05040 Equipment	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00	7,500.00
08050 Ashland Co Health State Reiml	65,000.00	89,000.00	45.00	73,588.03	15,411.97	0.00	15,411.97
08070 Tax Settlement Fees	4,500.00	7,500.00	0.00	7,311.66	188.34	0.00	188.34
09020 Travel	14,000.00	14,000.00	421.55	9,189.30	4,810.70	0.00	4,810.70
09030 Advertisement	1,500.00	1,500.00	0.00	1,500.00	0.00	0.00	0.00
09040 Ashland Co Health Other Expe	40,000.00	60,000.00	4,686.83	55,975.83	4,024.17	0.00	4,024.17
09070 Audit Expenses	7,500.00	7,875.00	0.00	7,875.00	0.00	0.00	0.00
09200 Accreditation	0.00	45,000.00	0.00	41,604.23	3,395.77	0.00	3,395.77
09220 HSTS Projects	0.00	99,141.65	10,892.00	91,011.65	8,130.00	0.00	8,130.00
EXPENSES TOTAL	888,970.00	1,108,486.65	57,100.47	909,151.02	199,335.63	0.00	199,335.63
BEGINNING BALANCE	465,260.56	+	1,055,772.63	YTD EXPENSES	CURRENT FUND BALANCE	=	611,882.17

Ashland County Health Department - December Budget Report

December

REVENUE

FUND 16 PHEP

	2019 Certified Budget	2019 AMENDED BUDGET	December MTD Actual	YTD ACTUAL	Current Budg. Bal
00302 All State Revenue / Grants	69,000.00	69,000.00	880.71	63,641.00	5,359.00
00802 Advances In	0.00	0.00	0.00	0.00	0.00
00919 All Other Reimbursement	0.00	0.00	0.00	0.00	0.00
REVENUES TOTAL	69,000.00	69,000.00	880.71	63,641.00	5,359.00

EXPENSE

FUND 16 PHEP

	2019 Approved Budget	2019 Amended Budget	December 2019 Expenses	2019 YTD Expenses	2019 Unexpended Balance	Open POs	Unencumbered Balance
01011 Employee Wages	42,130.00	54,560.00	3,571.23	54,560.00	0.00	0.00	0.00
01020 PERS / STRS	5,898.20	6,498.20	504.05	6,495.95	2.25	0.00	2.25
01030 Workers Compensation	480.00	480.00	0.00	369.85	110.15	0.00	110.15
01040 Medicare Employer Share	610.89	1,110.89	51.86	791.15	319.74	0.00	319.74
01060 Insurance Premium	13,729.38	27.30	2.10	25.20	2.10	0.00	2.10
02010 Ashland Co Health Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04010 Supplies	543.29	543.29	0.00	0.00	543.29	0.00	543.29
04020 Postage/Printing	100.00	100.00	0.00	0.00	100.00	0.00	100.00
05040 Equipment	1,000.00	400.00	0.00	0.00	400.00	0.00	400.00
08020 Advances Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09020 Travel	1,000.00	1,500.00	0.00	961.50	538.50	0.00	538.50
09040 Other Expenses	3,508.24	3,508.24	642.92	2,576.91	931.33	0.00	931.33
FUND 16 EXPENSES TOTAL	69,000.00	68,727.92	4,772.16	65,780.56	2,947.36	0.00	2,947.36

BEGINNING BALANCE

\$48,188.39

+

YTD REVENUES

63,641.00

YTD EXPENSES

65,780.56

CURRENT FUND BALANCE

= 46,048.83

Ashland County Health Department - December Budget Report

REVENUE

FUND 23 FOOD

	December 2019 Certified Budget	2019 AMENDED BUDGET	December MTD Actual	YTD ACTUAL	Current Budg. Bal
00220 Food Service License	105,000.00	117,000.00	508.00	115,994.04	1,005.96
00432 Food Service Late Fee	1,000.00	1,000.00	0.00	2,214.50	-1,214.50
00433 Food Service Review Fee	1,000.00	1,000.00	159.50	2,402.71	-1,402.71
00642 All Other Misc Revenue	15,000.00	5,000.00	0.00	3,476.52	1,523.48
REVENUES TOTAL	122,000.00	124,000.00	667.50	124,087.77	-87.77

EXPENSE

FUND 23 FOOD

	2019 Approved Budget	2019 Amended Budget	December 2019 Expenses	2019 YTD Expenses	2019 Unexpended Balance	Open POs	Unencumbered Balance
01011 Employee Wages	81,838.00	81,838.00	4,944.64	74,280.43	7,557.57	0.00	7,557.57
01020 PERS / STRS	11,457.37	11,457.37	692.25	10,399.30	1,058.07	0.00	1,058.07
01030 Workers Compensation	1,200.00	1,200.00	0.00	652.82	547.18	0.00	547.18
01040 Medicare Employer Share	1,186.65	1,186.65	72.57	1,078.06	108.59	0.00	108.59
01060 Insurance Premium	30,000.00	35,000.00	1,594.60	31,010.53	3,989.47	0.00	3,989.47
04010 Supplies	5,000.00	5,000.00	0.00	73.38	4,926.62	0.00	4,926.62
04020 Postage	1,200.00	1,200.00	0.00	1,000.00	200.00	0.00	200.00
05040 Equipment	200.00	200.00	0.00	0.00	200.00	0.00	200.00
08050 Ashland Health Dpt State Reirr	10,500.00	10,500.00	118.00	9,992.00	508.00	0.00	508.00
09020 Travel	6,000.00	6,000.00	345.50	4,276.00	1,724.00	0.00	1,724.00
09040 Other Expenses	2,000.00	2,000.00	0.00	348.96	1,651.04	0.00	1,651.04
EXPENSES TOTAL	150,582.02	155,582.02	7,767.56	133,111.48	22,470.54	0.00	22,470.54

BEGINNING BALANCE	\$118,690.65	+	YTD REVENUES	YTD EXPENSES	CURRENT FUND BALANCE
			124,087.77	-	= 109,666.94

Health Commissioner's Report

January 2020 Board of Health Meeting

- December 11th – Ashland County Safety Council Mtg – Co Commissioner's Bldg
- December 12th – Annual Sewage Hauler, Installer, Operator Meeting – WPLCF HSTS Program
- December 12th – Loudonville Rotary Presentation
- December 13th – AOHC Public Affairs Conference Call
- December 13th – Staff Holiday In-Service
- December 17th – Clear Impact Scorecard – Performance Management Webinar
- December 18th – FCFC Executive Council Meeting – Ashland City Schools Admin Offices
- January 7th – Ohio Children Trust Fund Safety Equipment Webinar
- January 10th – Ashland Co HD Continuity of Operations Meeting – Jill

Regular Meetings/Calls

- Weekly Ohio Department of Health (ODH)/Local Health Department (LHD) calls: Every Wed @ 11am

Upcoming Dates of Importance

- January 16th – NECO Region PHEP Tabletop Exercise – Pandemic Flu
- January 29th – Tentative Child Fatality Review Board Date
- January 31st – Mosquito Grant Submission Deadline

Personnel: The following positions have been posted on AOHC, Indeed, OPHA, Facebook, and OEHA (Environmental Health only): Full – Time CMH Nurse and Full-Time Registered Sanitarian

Accreditation: A meeting with Emily Frantz of Alpha, LLC is scheduled for Friday, January 17th to meet and present an overview of Accreditation to all staff. Afterward, she and I will meet to go over foundational documents including SP, CHA/CHIP, QI and Performance Management. She has been made a user in our ePHAB system and I have offered my continued support and assistance through Ashland County Health Department PHAB Accreditation endeavor.

2020 Budget: I requested appropriation increase of \$50,000.00 for the procurement of Emily Frantz for Accreditation Consultation Services (as approved at the December 2019 meeting), \$250.00 for Food Inspection Equipment for the hiring of an additional program staff member, and \$10,500.00 for Food Licensing Fee Allocation to ODH as this was overlooked in the original appropriation. These fees are the state portion of all licenses we administer and fees are paid monthly to ODH.

Grants: The 2018 Final WPCLF HSTS Grant Report was sent in on January 8, 2020. We utilized \$95,866.08 of the funding with repairing/replacing 10 systems. The 2020 WPCLF paperwork is beginning. A resolution is presented tonight then the Model Contract will need to be sent over to legal counsel for sign off. We needed to seek private counsel for the last contract at an approximate cost of

\$250 and I expect the same this award cycle. The total funding available for the 2020 award cycle for ACHD will be \$150,000.00.

The OCTF Subgrant Contract has been signed and returned to the OCTF. Upon the Director's signature, the \$16,300 award will be assigned a PO and funds will be available. This is a reimbursable grant. For ease of distribution, Shirley, Jenna and I discussed having Early Childhood Safety events to caregivers in February as well as Family Fun Day in May.

The 2021 Mosquito Grant application is due on January 31, 2020. Pat has expressed interest in continuing this program. The 2020 grant is to end on June 30, 2020 but all of those funds have not yet been expended so I would recommend requesting an extension as we have historically done.

Other: With a final date of January 31, 2020, I have been very busy trying to complete as many projects as I can see due in the next couple months as possible. This includes the AOS Financial Report, ODH OPPD, CFRB Meeting, etc. I have been making continue reference guides to help in the transition of leadership and have met with Jill Hartson, my recommendation for continuity of administrative duties, until a new Health Commissioner is hired.

The consolidation of EH and Vital Statistics seems to provide better coverage to both of those areas of customer service. Although there is still a security risk with the public's unrestricted access into staff office space, have individuals utilize the EH door for services other than Nursing, has helped with unauthorized individuals in the EH hallway. Further safety measures need to be explored for the PHEP/Nursing offices as well as the building and department in general.

Ashland County

ENVIRONMENTAL HEALTH ACTIVITIES	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2019 YTD	2018
Food Protection														
FSO's Licensed	1	105	61	5	4	1	0	0	2	0	2	2	183	180
FSO's Inspected (Risk Level 1-4)	21	33	6	7	23	22	37	35	41	48	29	77	379	346
FSO Reinspection	5	4	2	0	1	1	5	5	9	5	13	5	55	43
CCP Inspection	9	24	4	1	11	11	8	13	14	20	12	13	140	165
FSO Consultation	95	40	21	98	89	76	83	96	78	84	67	33	860	905
RFE's Licensed	0	54	32	2	1	0	1	1	1	1	0	1	94	88
RFE Inspection (Risk Level 1-4)	9	12	1	3	11	8	21	16	12	16	21	12	142	127
RFE Reinspection	2	0	0	2	0	1	3	5	2	0	3	3	21	13
Process Review Inspection	1	4	4	0	1	0	0	0	0	1	2	2	11	11
RFE Consultation	27	8	12	63	44	28	31	25	20	45	25	10	338	372
Mobile FSO/RFE Licensed	0	11	35	8	5	3	4	3	2	0	1	0	72	73
Mobile Inspection	0	0	11	15	14	9	10	6	9	0	2	1	77	136
Out of County Mobile Inspect.	0	0	1	0	0	11	0	0	26	1	0	0	39	62
Mobile Consultation	2	3	6	43	45	30	41	30	37	10	11	4	262	233
Temporary FSO/RFE Licensed	0	1	2	2	1	5	0	1	3	5	1	1	22	32
Temporary FSO/RFE Inspection	0	1	2	2	3	3	0	1	6	2	3	1	22	30
Temporary Consultation	3	0	2	4	8	1	8	8	13	5	5	2	59	96
Vending Location Licensed	0	31	0	0	0	0	0	0	0	0	0	0	32	33
Vending Location Inspection	8	4	1	0	0	0	0	0	0	0	0	0	13	21
Vending Consultation	9	1	0	0	0	0	0	0	0	2	2	0	14	18
Foodborne Investigation	0	0	0	0	0	0	0	0	0	0	0	0	3	0
Foodborne Consultation	1	0	0	0	0	0	3	5	1	1	1	1	15	11
Food Complaint Investigation	1	3	3	0	1	5	6	1	1	3	0	0	24	14
Food Complaint Consultation	1	0	2	4	4	3	2	1	3	2	0	0	22	9
FSO/RFE Plan Review	9	0	1	2	6	4	4	17	8	10	3	3	67	43
Institutional Facilities														
Jail Inspection	0	0	0	0	0	0	0	0	2	0	0	0	0	0
Jail Consultation	0	0	0	0	0	0	0	0	1	0	0	0	1	3
School Inspection	0	0	0	0	19	0	0	1	2	0	0	2	24	4
School Consultation	2	0	0	1	18	0	0	1	0	0	2	2	26	9
Public Health Nuisances														
Air/Water Complaint Invest	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Air/Water Complaint Consult	0	0	0	1	1	1	0	0	0	0	0	0	3	13
Animal Complaint Invest										1	0	0		
Animal Complaint Consult										0	0	1	1	
Housing Complaint Invest	0	0	0	0	0	0	0	0	0	1	1	0	2	2
Housing Complaint Consult	0	4	1	1	1	2	1	2	1	1	2	2	18	16
Indoor Air Invest	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Indoor Air Consult	14	6	2	1	0	1	1	0	0	0	0	0	25	23
Insect/Rodent Complaint Invest	2	0	0	1	0	1	0	0	0	0	0	0	4	3
Insect/Rodent Complaint Consult	2	0	1	3	2	12	1	3	0	2	0	1	27	46
Other Complaint Invest	0	0	0	4	0	0	0	0	0	0	0	0	4	41
Other Complaint Consult	0	5	1	4	1	0	0	0	1	1	2	0	15	16
Sewage Complaint Invest											9	0	9	
Sewage Complaint Consult											6	2	5	13
Solid Waste Complaint Invest	0	0	0	2	3	3	4	0	0	0	2	0	14	28
Solid Waste Complaint Consult	0	1	0	7	4	6	2	0	0	1	0	2	23	38

Rabies Control														
Animal Bite Investigations	2	0	0	1	2	4	2	0	2	1	0	0	14	35
	6	2	0	10	9	20	10	3	3	4	5	10	82	144
	0	0	0	0	0	1	0	0	0	0	0	0	1	4
Specimens Sent for Testing														
Recreation Program														
Campgrounds Licensed	0	0	0	0	12	0	0	0	0	0	0	0	12	12
Campgrounds Consults	0	1	2	1	5	10	0	1	1	0	0	2	23	16
Campgrounds Inspected	0	0	0	0	2	10	0	1	2	0	0	1	16	8
Swimming Pools Licensed	0	0	0	0	33	1	0	0	0	0	0	0	34	34
Swimming Pools Consults	1	0	1	1	0	3	2	11	2	0	1	0	22	55
Swimming Pools Inspected	0	0	0	0	15	0	14	22	3	0	1	7	62	55
Residential Sewage and Water														
Sewage Consultations	102	111	91	136	132	90	114	78	87	92	49	44	1126	1489
Sewage Site Reviews	3	8	9	9	5	7	8	9	12	24	9	3	106	29
Sewage Inspections (systems)	5	4	3	9	5	26	19	7	33	29	14	5	159	208
Sewage Inspections (other)	2	2	2	2	8	3	3	3	0	0	1	7	33	6
Sewage Finals	2	1	0	1	4	3	12	9	16	16	5	3	72	40
Oper/ Maintenance Office											14	9	23	
Subdivision Reviews	6	3	0	6	2	0	2	2	5	7	1	6	40	48
Sewage Permits Issued	2	0	1	2	7	7	11	5	13	10	7	3	68	69
Water Consultations	37	46	33	54	23	21	26	33	31	40	20	21	385	512
Water Site Reviews	2	4	4	6	3	5	5	4	9	20	3	6	71	23
Water Inspections (systems)	3	2	0	0	0	0	1	1	3	1	0	0	11	31
Water Inspections (other)	1	0	1	0	3	0	2	0	0	0	0	0	7	5
Water Finals	2	4	3	9	2	2	4	5	2	4	1	2	40	43
Water Samples Collected	12	9	13	21	7	4	14	13	10	17	11	11	142	158
Water Permits Issued	2	3	4	7	3	5	4	5	5	9	3	4	54	50
Solid Waste														
Solid Waste Facility Inspections	0	0	0		0	5	0	0	0	0	0	0	5	7
Solid Waste Facility Consults	2	1	2	3	2	1	3	1	0	1	3	0	19	21
EPA Coop/ Consults	0	0	0		0	7	0	0	0	0	0	0	7	8
Tattoo/ Body Art														
Tattoo/ Body Art Consults	0	4	6	4	0	0	0	0	3	0	0	1	18	23
Tattoo/ Body Art Inspections	0	0	2	2	0	0	0	0	1	0	0	0	5	4
Tattoo/ Body Art Licenses Issued	4	0	2	0	0	0	0	0	1	0	0	0	7	4
Miscellaneous Activities														
Administration	29	37	39	48	30	43	57	46	53	59	52	72	565	206
Meetings/ Continuing Educ.	9	6	9	14	7	8	5	5	45	45	17	13	183	101
ODH/ ODA Coop/MHP	0	0	0	0	0	1	0	1	0	0	0	0	2	16
Other Consults	5	4	1	6	4	2	0	2	1	1	0	1	27	38
Mobile Home Park Inspection									21	0	0	0	21	
Mobile Home Park Consult									1	0	0	0	1	
Ashland County Totals	463	607	438	638	649	526	599	546	662	662	431	420	6640	6806

Pat Donaldson
1-7-2020

Leage
Report

Environmental Health Mileage: 2019						
Sanitarian	P. Donaldson	T. Cassell	A.J. Sturgis	J. Frazier	Totals	
January	222	375	317	232	1,146	
February	133	278	440	318	1,169	
March	341	93	526	440	1,400	
April	296	478	802	86	1,662	
May	415	651	620	84	1,770	
June	314	608	834	178	1,934	
July	881	615	[K. Stichert]	405	1,901	
August	840	502	16	335	1,693	
September	676	486	274	465	1,901	
October	625	492	608	192	1,917	
November	377	469	423	222	1,491	
December	470	111	560	312	1,453	
2019 Totals	5,590	5,158	5,420	3,269	19,437	

December

Travel/Mileage for Nov

12/4/2019

Jennifer Frazier

111.00

9040 Other

9070 **Audit**

PHEP

1030 BWC

1060 Health/Life

2010 Contract Srvc.

4010 Supplies

Travel 9020

9020	Travel
9040	Other

Ashland Co Treasurer

Employee Life benefits for Jan

210

Phone Service for Oct 22- Nov 21

Marc's Radio Annual Fee

12/4/2019

Treasurer, State of Ohio

Treasurer, State of Ohio

12/4/2019

162.92

480.00

TOTAL COUNTY BILLS:

Sarah Goodwill Humphrey MPH, CPH, FHEA
Health Commissioner

Sarah Goodwill Humphreys
Health Commissioner

Revised 12/18/2019

0,789.41 \$

0,789.41 \$

Ashland County

Nurses Report 2019	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2019 YTD	2018	2017
Men B	4	2	0	10	3	12	17	35	21	14	3	2	123	139	
DTaP	2	2	0	6	1	3	4	6	5	6	3	4	42	53	
DTaP-Hib-IPV	6	4	6	8	6	3	7	5	7	4	3	1	60	72	
DTaP-IPV	2	1	3	2	1	2	2	5	1	2	1	0	22	26	
HIB	1	0	0	3	1	0	1	3	1	6	2	1	19	3	
HPV-9	6	0	4	14	1	10	19	32	25	12	6	1	130	153	
HEPA (Adult)	3	3	20	9	10	9	2	6	18	7	3	3	93	103	
Hep A (Ped/Adol)	4	7	6	17	3	15	24	22	18	14	1	3	134	153	
Hep B Adult	6	4	1	9	12	8	4	7	6	10	1	3	71	105	
Hep B (Ped/Adol)	3	5	5	3	4	9	7	6	7	4	5	2	60	53	
IPV	2	2	0	3	2	3	4	7	5	2	1	3	34	12	
MCV4	3	1	1	1	0	14	26	60	38	24	1	0	169	189	
MMR	5	2	3	22	13	4	5	7	3	5	1	2	72	44	
MMRV	3	0	3	0	1	4	7	8	3	2	2	2	35	27	
PCV-13	9	3	4	10	6	3	6	4	9	9	4	3	70	90	
Rotavirus, 3-dose	3	3	2	1	1	1	3	1	4	1	2	2	24	20	
Shingrix	4	2	18	10	10	11	8	1	4	8	5	5	86	84	
TD	4	5	0	2	2	18	0	4	1	4	3	0	43	164	
Tdap	9	1	4	17	9	19	19	26	20	18	5	3	150	158	
Varicella	6	3	1	10	2	2	6	7	7	16	4	4	65	57	
Totals	85	50	82	158	88	81	171	252	256	168	56	40	1487	1,712	
Influenza	4	4	0	1	0	0	0	0	71	359	102	24	565	584	
TB- Mantoux	16	21	13	26	5	21	23	20	14	20	15	7	201	218	
BP	3	0	0	0	1	0	0	54	0	0	0	0	58	99	
Lice	1	1	3	1	1	1	0	3	1	2	2	0	15	43	
Lead	1	0	0	0	1	1	1	1	0	0	0	0	5	5	
Car Seats	2	0	0	17	0	9	4	3	4	14	1	4	58	70	
Cribs for kids	0	0	0	0	0	0	0	1	2	1	0	1	5	3	
CMH Program															
Active-Dx	23	28	32	33	31	31	35	31	32	22	17	19	334		
Active-TX	144	136	136	134	132	144	142	148	152	147	141	138	1694		
Total Clients	167	185	184	184	210	198	200	207	208	193	182	182	2300	317	
New MAF	6	6	7	4	9	5	2	1	2	1	1	2	46		
Home Visits	15	6	2	7	6	1	1	0	2	8	3	15	66		
Newborn Referral	5	8	4	2	2	3	2	3	2	2	3	0	36		
Resources	11	15	23	10	15	12	8	9	9	10	3	0	125		
Baby Box	4	6	5	0	0	5	0	1	0	0	0	0	21		
Total Services- CMH			214	223	225	221	222	231	232	215	192	199	2174		
Pending			9	16	23	11	8	5	2	11	5	4	94		
Annual phone calls- extensive			5	4	6	1	1	1	1	0	0	0	19		
Clients served in the office			2	4	0	1	0	1	0	0	1	1	10		0
Ashland County Totals	572	516	802	981	843	896	991	1224	1193	1341	780	676	10815		0

Ashland County

COMMUNICABLE DISEASE 2020	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2020 YTD	2019	2018
Campylobacter		2		1	1	1	1	2	3	1	3			15	17
Chlamydia	4	3	5	2	5	2	4	2	5	7	8	4		51	61
Coccidioidomycosis														0	1
CP-CRE														0	2
Cryptosporidium								1		1	1			3	8
Cyclosporiasis							2							2	1
E Coli (all serotypes)			2			1	1							4	6
Ehrlichiosis														0	1
Giardia							2	1		3				6	4
GC	1	1	1	1			1	2			2	1	1	10	7
Group A Strep					1							1		2	2
Group B Strep, Newborn														0	0
Hib		1	1				1					1		3	1
Hemolytic Uremic Syndrome														0	0
Hep A		1		2										3	0
Hep B, acute							1							1	0
Hep B, chronic			1	1	1		1		1					5	3
Hep B, prenatal														0	0
Hep c, acute														0	0
Hep c, chronic	2	2	3	1			1	1	2	1	1		2	16	18
Influenza Hospitalization	3	3	1	4								2		13	30
LaCrosse Virus														0	1
Legionellosis		1									1			2	3
Lyme Disease						4	3	1		1	1	1		11	4
Malaria														0	0
Measles														0	0
Meningitis - Aspetic/Viral									1	1				2	1
Meningitis - bacterial (not n meningitidis)														0	0
Mycobacterial Disease - Not TB														0	0
Mumps											1			1	1
Pertussis		1									2	1		4	5
Q Fever														0	1
Rocky Mtn Spotted Fever							1							1	2
Salmonella		1	1				2	2						6	14
Shigellosis														0	0
Strep Pneumoniae	1		1	1										3	3
TB														0	0
Tetanus														0	1
Varicella				1					1					2	3
Viral Meningitis														0	0
West Nile Virus														0	0
Yersiniosis								1						1	0
Zika														0	0
Ashland County Totals	11	16	16	14	8	8	20	13	13	15	20	13	167	201	201

Ashland County

COMMUNICABLE DISEASE 2020	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2020 YTD	2019	2018
Campylobacter		2		1	1	1	1	2	3	1	3			15	17
Chlamydia	4	3	5	2	5	2	4	2	5	7	8	4		51	61
Coccidioidomycosis														0	1
CP-CRE														0	2
Cryptosporidium								1		1	1			3	8
Cyclosporiasis							2							2	1
E Coli (all serotypes)			2			1	1							4	6
Ehrlichiosis														0	1
Giardia							2	1		3				6	4
GC	1	1	1	1			1	2			2	1	1	10	7
Group A Strep					1							1		2	2
Group B Strep, Newborn														0	0
Hib		1	1									1		3	1
Hemolytic Uremic Syndrome														0	0
Hep A		1		2										3	0
Hep B, acute							1							1	0
Hep B, chronic			1	1	1		1		1					5	3
Hep B, prenatal														0	0
Hep c, acute														0	0
Hep c, chronic	2	2	3	1			1	1	2	1	1		2	16	18
Influenza Hospitalization	3	3	1	4								2	2	13	30
LaCrosse Virus														0	1
Legionellosis		1									1			2	3
Lyme Disease						4	3	1		1	1	1	1	11	4
Malaria														0	0
Measles														0	0
Meningitis - Aspetic/Viral									1	1				2	1
Meningitis - bacterial (not n meningitidis)														0	0
Mycobacterial Disease - Not TB														0	0
Mumps											1			1	1
Pertussis		1									2	1	1	4	5
Q Fever														0	1
Rocky Mtn Spotted Fever							1							1	2
Salmonella		1	1				2	2						6	14
Shigellosis														0	0
Strep Pneumoniae	1		1	1										3	3
TB														0	0
Tetanus														0	1
Varicella				1					1					2	3
Viral Meningitis														0	0
West Nile Virus														0	0
Yersiniosis								1						1	0
Zika														0	0
Ashland County Totals	11	16	16	14	8	8	20	13	13	15	20	13	167	201	



ASHLAND COUNTY HEALTH DEPARTMENT
 DIVISION OF VITAL STATISTICS
 1763 STATE ROUT 60, ASHLAND, OHIO 44805

VITAL STATISTICS MONTHLY REPORT
December 2019

	DECEMBER 2019	JAN 1 – DECEMBER 31
TOTAL BIRTHS	16	272
MALE	9	147
FEMALE	7	125
HOME BIRTHS	3	65
TOTAL DEATHS	29	340
MALE	8	188
FEMALE	21	208
0-18	0	0
19-44	0	3
45-64	6	54
65 & OLDER	23	327
TOTAL CERTIFIED COPIES SOLD		
BIRTH	147	2243
DEATH	142	1840

December 2019
PHEP/MRC Coordinator Report

Trainings/Webinars/Community Meetings

- NECO Public Health quarterly meeting, December 5
- ClearImpact Training, December 10 and 17
- Homeless Coalition, December 11
- Health and Wellness TAG, December 12
- Regional OPHCS/Volunteer Deployment Drill, December 17
- Local Emergency Planning Coalition (LEPC), December 18
- CDC Call: Update on Ebola Diagnostics at the State and Federal Levels in the United States, December 19

PHEP Updates

Jill completed the Multi-Year Training and Exercise Plan (MYTEP) for State Fiscal Years 2020-2024. ACHD's training and exercises will focus on our identified priorities:

- Priority #1: Strengthen Surge Management, which features Capabilities #5 (Fatality Management); #7 (Mass Care); #10 (Medical Surge) and #15 (Volunteer Management)
- Priority #2: Strengthen Countermeasures and Mitigation, which features Capabilities #8 (Medical Countermeasure Dispensing and Administration); #9 (Medical Material Management and Distribution); #11 (Non-Pharmaceutical Interventions); #14 (Responder Safety and Health)
- Priority #3: Strengthen Community Resilience, which features Capabilities #1 (Community Preparedness); and #2 (Community Recovery)
- Priority #4: Strengthen Incident Management, which features Capability #3 (Emergency Operations Capabilities)
- Priority #5: Strengthen Information Management, which features Capabilities #4 (Emergency Public Information and Warning) and #6 (Information Sharing)
- Priority #6: Strengthen Biosurveillance, which features Capability #13 (Public Health Surveillance and Epidemiological Investigation)

Notable exercises and drills that will occur within the next five years include:

- Pandemic Influenza Tabletop Exercise, January 16, 2020
- Radiological Incident Tabletop Exercise, October 2020
- Radiological Incident/Population Monitoring Functional Exercise, January 2021
- Radiological Incident: Community Reception Center Full Scale Exercise (this will be a big one), July 2021
- Pandemic Influenza Tabletop Exercise featuring EPI, Medical Countermeasures and Material Management and Distribution, January 2022
- Pandemic Influenza Functional Exercise featuring EPI, Medical Countermeasures and Material Management and Distribution, January 2022
- Public Health Recovery Tabletop Exercise, June 2022
- Mass Care/Fatality Management Functional Exercise, January/February 2023
- COOP Tabletop Exercise, June 2023

- Pandemic Influenza Tabletop Exercise, December 2023
- Statewide Pandemic Influenza Full Scale Exercise (this will be a big one), January/February 2024

Completed the required Volunteer Deployment Drill for BP1 of FY20 on December 11, 2019. Submitted the required Exercise Request Form (ERF) on December 4, 2019. These, along with the Information Sharing Drill that was completed in November, are PHEP requirements that are not reimbursed.

- Currently focusing on the Pandemic Influenza Tabletop Exercise scheduled for Thursday, January 16 from 8 a.m. to Noon at the Health Department. Please let Jill know if you are attending. Also focusing on the following deliverables:
 - o 2.1 – Development of a new, Pandemic Influenza Response Annex
 - o 3.1 - COOP Components Workbook
 - o 4.1 - Whole Community Planning Workbook (which requires the formation of multiple focus groups)

Approved Deliverables submitted for reimbursement in December 2019 include:

- o 7.2 – Proof of EPI attendance at Quarterly EPI meeting = \$563.66
- o 11.2 – Quarter 2 Communications Worksheet = \$986.40

Submitted Deliverables; waiting on approval

- o 14.1 – Medical Countermeasure Cold Chain Management Standard Operating Procedures
- o 9.1 – MYTEP (Multi-Year Training and Exercise Plan)
- o 5.2 – Quarter 2 Outbreak Report Status Worksheet

MRC Unit 1181 Updates

- Since clinics were slow in December, we did not utilize MRC volunteers.



Ashland County Health Department
1763 State Route 60
Ashland, Ohio 44805
419-282-4340 Phone

419-282-4333 Fax

Environmental Health Regulation Variance Request

Fee: \$75

Date: 12/9/2019

Receipt#:

11874 12/9/19

GENERAL INFORMATION

Property Owner's Name: Mike & Tammy Barr

Phone: 419-606-1205

Property Owner's Address: 1047 US HWY 224 Nova, Ohio 44859

Variance Location: 1047 US HWY 224

Twp/Village/City: Troy

Nova Ohio 44859

Email Address: tubbe69@yahoo.com

SPECIFIC VARIANCE REQUESTED (Use additional sheets if needed.)

Code section from which the variance is requested

Details of request: wants restroom in shop. It is not feasible to connect to sewerage system serving the house, too far, elevation. Set holding tank

ASSURANCES

Attach plans or provide an explanation demonstrating that the variance meets the following conditions:

No substantial health hazard or nuisance is likely to occur.

Strict compliance with the code requirements would result in unnecessary or unreasonable hardship to the petitioner.

No state, local statute, or other applicable laws would be violated.

The protection of the health, safety, and general welfare of the public is assured.

I, _____, a registered/licensed professional hereby certify that a variance to the Rules is necessary because site conditions prohibit complete compliance with all the Rule requirements. In my judgment, the proposed design on the attached Application is the best alternative available and should function properly.

Kevin H. [Signature]
Signature of Contractor

December 9, 2019
Date

PROPERTY OWNER

I, Tammy Barr, am the owner/agent for the owner of the subject property. I understand that the installation on the Application is not in total compliance with the Rules. Should the proposed system malfunction, I release all concerned provided they have performed their duties in a reasonable and proper manner, and I will promptly notify the Health Department in the event of any system failure and make any corrections required by the Rules. By signing the variance request form, I acknowledge permission for representatives of the Department to enter onto the property to perform such duties as may be necessary to evaluate the variance request.





ASHLAND COUNTY HEALTH DEPARTMENT
1763 State Route 60 – Ashland, Ohio 44805
419-282-4337 – 419-282-4333 Fax
Environmental Health Division

Household Sewage Treatment System Site Review Application

APPLICANT'S NAME: <u>Mike & Tammy Barr</u>	ADDRESS: <u>1047 US HWY 224</u>
CITY: <u>Nova</u> STATE: <u>OHIO</u>	ZIP: <u>44859</u> PHONE: <u>(419) 606-1205</u>

PROPERTY OWNER'S NAME: <u>Mike & Tammy Barr</u>	ADDRESS: <u>1047 US HWY 224</u>
CITY: <u>Nova</u> STATE: <u>OHIO</u>	ZIP: <u>44859</u> PHONE: <u>(419) 606-1205</u>

SITE LOCATION: Township: <u>Troy</u> Section No: <u>GL 5</u> Lot No: <u>E 1</u> Rd. No: <u>HWY 224</u>	
SITE ADDRESS: <u>1047 US HWY 224</u> CITY: <u>Nova</u> ZIP: <u>44859</u>	
(site address MUST be provided prior to obtaining sewage permit)	
DIRECTIONS FOR REACHING SITE LOCATION FROM ASHLAND: <u>ST RT 511 north to US HWY 224</u> <u>(Nova) turn left or west on US HWY 224. Drive a mile 2/10 house</u> <u>is on the left. House is white with blue metal roof</u>	

NUMBER OF BEDROOMS: _____	TYPE OF WATER SUPPLY: <u>RLCWA</u>
PLEASE CHECK THE FOLLOWING ITEMS THAT APPLY:	
<input type="checkbox"/> NEW DWELLING	<input type="checkbox"/> EXISTING DWELLING
<input type="checkbox"/> SINGLE FAMILY DWELLING (\$110.00 FEE)	<input type="checkbox"/> 2 OR 3 FAMILY DWELLING (\$110.00 FEE)

- ATTACH A TAX MAP FOR THE PROPOSED LOCATION (OBTAIN FROM THE TAX MAP OFFICE AT ASHLAND COUNTY COURTHOUSE)
- MAKE A DRAWING (EITHER ON THE BACK OF THIS APPLICATION OR ON THE TAX MAP COPY) INCLUDING ALL APPLICABLE ITEMS LISTED BELOW (DRAWING MUST BE NEAT AND ACCURATE):
 1. LOCATION OF DWELLING (Distance from property lines and road)
 2. LOCATION OF EXISTING/PROPOSED DRIVEWAY, GARAGE AND OTHER BUILDINGS
 3. LOCATION OF EXISTING/PROPOSED WATER SUPPLY SYSTEM AND SEWAGE SYSTEM (Including area for replacement of sewage disposal system)
 4. LOCATION OF ANY OTHER LAND MARKS THAT MAY AFFECT THE INSTALLATION OF THE PROPOSED SEWAGE DISPOSAL SYSTEM (North marker direction, Streams, Rivers, Ponds, Woods, Ditches, Ravines, Field Drainage Tile, Gas Lines, Electrical Lines, Easements, Etc.)

NOTE: Please stake out the corners of the proposed house and the location of the proposed sewage disposal system and water supply system. Bear in mind that the condition of the lot (presence of trees, crop cover and other overgrowth) and the weather (snow cover) during the Health Department review may make it more difficult to determine the suitability of the site for sewage disposal system installation.

THIS APPLICATION WILL NOT BE PROCESSED UNTIL ALL OF THE INFORMATION REQUIRED IS SUBMITTED TO THE HEALTH DEPT. ALONG WITH THE APPROPRIATE FEE. *Please make check payable to: ASHLAND HEALTH DEPT.

[Signature]
APPLICANT SIGNATURE

1874
RECEIPT #

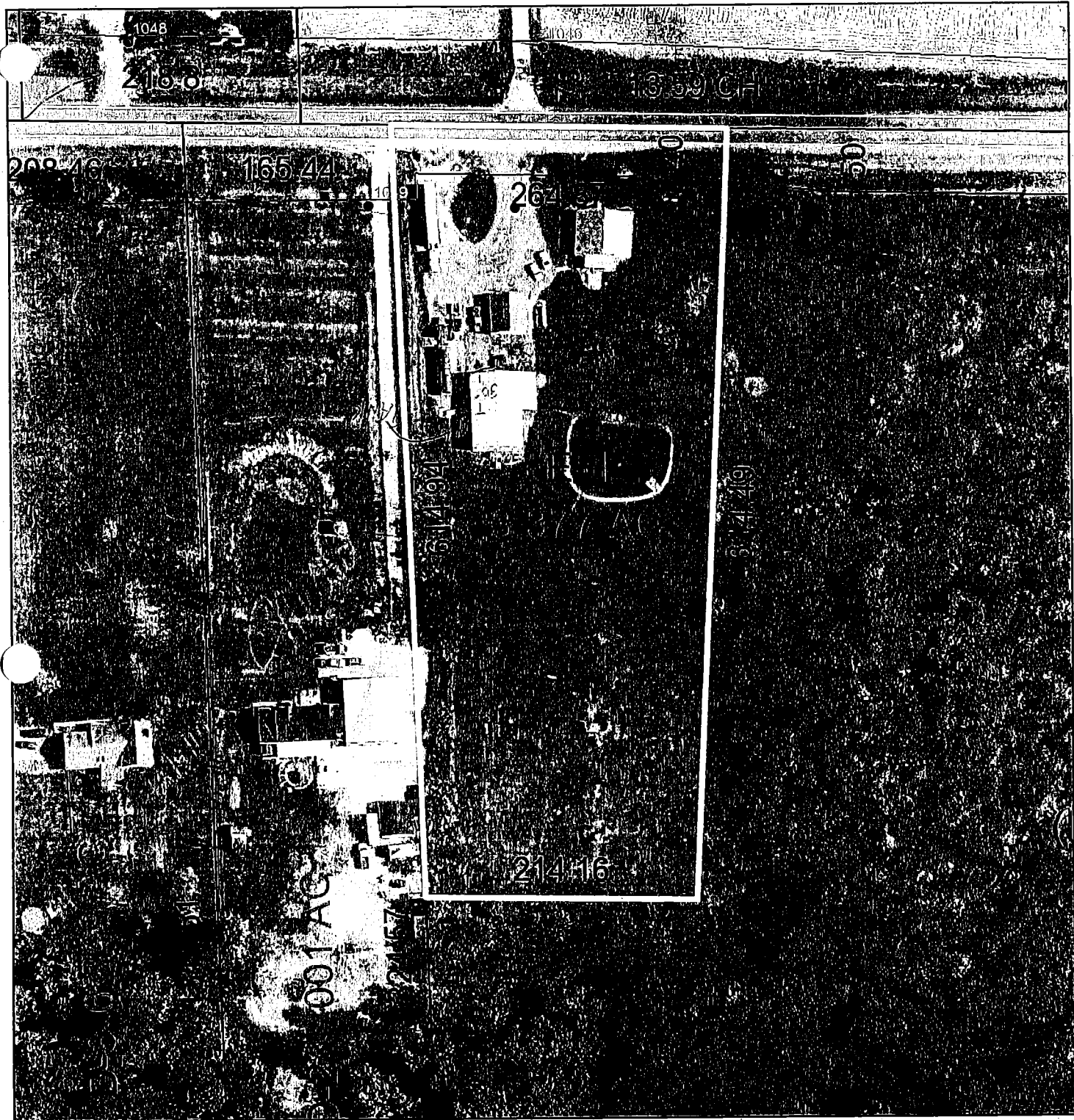
12/19/19
RECEIPT DATE

[Signature]
BY

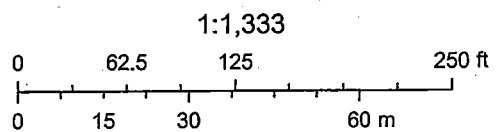
THIS APPLICATION EXPIRES ONE (1) YEAR FROM DATE OF RECEIPT

THIS IS NOT A PERMIT





December 9, 2019



Date: 12/09/2019

Receipt No.:

11874

Received From: B MOXIE D TRUCKING

By: JH

Description	Address/Comment	#	Quantity	Amount
VARIANCE APPLICATION	TROY		1	75.00
SEWAGE APPLICATION	TROY		1	110.00

Check Number: 1029

TOTAL: 185.00

ASHLAND COUNTY HEALTH DEPARTMENT
1763 ST RT 60
ASHLAND, OH 44805-9287

ASHLAND COUNTY GENERAL HEALTH DISTRICT BOARD OF HEALTH
ASHLAND, OHIO

RESOLUTION 2020-01-01
January 14, 2019

A RESOLUTION AUTHORIZING THE HEALTH COMMISSIONER OF THE ASHLAND COUNTY GENERAL HEALTH DISTRICT TO APPLY FOR, ACCEPT, AND ENTER INTO A WATER POLLUTION CONTROL LOAN FUND AGREEMENT ON BEHALF OF THE HEALTH DISTRICT OF ASHLAND COUNTY FOR THE REPAIR AND REPLACEMENT OF HOME SEWAGE TREATMENT SYSTEMS:

Whereas, the Health District of Ashland County seeks to repair and/or replace failing home sewage treatment systems; and

Whereas, the Health District of Ashland County intends to apply to the Water Pollution Control Loan Fund (WPCLF) for the repair and/or replacement of failing home sewage treatment systems; and

Whereas, the Ohio Water Pollution Control Loan Fund requires the government authority to pass legislation for application of a loan and the execution of a WPCLF assistance agreement; now therefore,

BE IT RESOLVED by the Board of the Health District of Ashland County, Ohio:

SECTION 1. That the Health Commissioner is hereby authorized to apply for a WPCLF assistance agreement, sign all documents for and enter into a Water Pollution Control Loan Fund with the Ohio Environmental Protection Agency for the repair and/or replacement of failing home sewage treatment systems on behalf of the Health District of Ashland County, Ohio.

SECTION 2. That is resolution shall take effect and be in force from and after the earliest period allowed by law.

Moved by: Dr. Cawrse Seconded by: Dr. Tomchak

The roll being called upon its adoption, the vote resulted as follows:

Dr. Rebecca Cawrse - Yes Dr. David Tomchak - Yes

Jeff Hardman - Yes

Ron Puglisi - Yes

Sarah Goodwill Humphrey
Secretary, Ashland County Board of Health

JV Hardman
President, Ashland County Board of Health

**ASHLAND COUNTY GENERAL HEALTH DISTRICT
BOARD OF HEALTH**

ASHLAND COUNTY

Annual Report

For the Year Ended December 31, 2019

**ASHAND COUNTY GENERAL HEALTH DISTRICT
ASHLAND COUNTY**

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ASHLAND COUNTY GENERAL HEALTH DISTRICT

Combined Statement of Receipts, Disbursements and Changes in Fund Balances All Governmental Fund Types For the Year Ended December 31, 2019

	General	Special Revenue	Totals (Memorandum Only)
Cash Receipts			
Property Taxes	\$205,025	\$0	\$205,025
Charges for Services	\$251,685	\$4,502	\$256,187
Fines, Licenses and Permits	\$85,457	\$118,209	\$203,666
Intergovernmental:			
Grants	\$149,619	\$63,641	\$213,260
Other	\$332,451	\$0	\$332,451
Miscellaneous	\$31,536	\$1,378	\$32,913
	<u>\$1,055,773</u>	<u>\$187,729</u>	<u>\$1,243,501</u>
<i>Total Cash Receipts</i>			
Cash Disbursements			
Health:			
Wages	\$371,125	\$130,710	\$501,835
Fringe Benefits	\$166,344	\$48,954	\$215,298
Contract Services	\$16,570	\$0	\$16,570
Supplies and Materials	\$74,931	\$1,073	\$76,005
Equipment	\$0	\$0	\$0
Travel Reimbursement	\$9,189	\$5,238	\$14,427
State Remittance	\$73,588	\$9,992	\$83,580
Other	\$48,177	\$2,926	\$51,103
Special Projects			
HSTS	\$91,012	\$0	\$91,012
MCG	\$16,611	\$0	\$16,611
Lead	\$41,604	\$0	\$41,604
<i>Total Cash Disbursements</i>	<u>\$909,151</u>	<u>\$198,892</u>	<u>\$1,108,043</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	\$146,622	(\$11,163)	\$135,458
Other Financing Receipts (Disbursements)			
Advances In	\$0	\$0	\$0
Advances Out	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0
<i>Total Other Financing Receipts (Disbursements)</i>	\$0	\$0	\$0
<i>Net Change in Fund Cash Balances</i>	\$146,622	(\$11,163)	\$135,458
<i>Fund Cash Balances, January 1</i>	\$465,261	\$166,879	\$632,140
Fund Cash Balances, December 31			
Restricted	\$0	\$0	\$0
Unassigned	\$611,882	\$155,716	\$767,598
<i>Fund Cash Balances, December 31</i>	<u>\$611,882</u>	<u>\$155,716</u>	<u>\$767,598</u>

The notes to the financial statement are an integral part of this statement.

**ASHAND COUNTY GENERAL HEALTH DISTRICT
ASHLAND COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019**

Note 1 – Reporting Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Ashland County General Health District Board of Health (Health District) as a body corporate and politic. A five-member Board and a Health Commissioner govern the District. The Health District's services include communicable disease investigations, immunization clinics, inspections, public health nursing services, public health emergency preparedness, and issues health-related licenses and permits.

The District's management believes these financial statements present all activities for which the District is financially accountable.

Note 2 – Summary of Significant Accounting Policies

Basis of Presentation

The District's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types organized on a fund type basis.

Fund Accounting

The District uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the District are presented below:

Fund Accounting

The District uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the District are presented below:

1. General Fund

The general fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the District for any purpose provided it is expended or transferred according to the general laws of Ohio.

2. Special Revenue Funds

These funds account for and report the proceeds of specific revenue sources that the Board of Health commits or restricts for specific programs and purposes other than debt service or capital projects. The District had the following significant Special Revenue Funds:

Public Health Emergency Preparedness (PHEP) Fund - This is a Federal grant fund used to address bioterrorism, outbreaks of infectious disease and other public health threats and emergencies at the county and regional level. During the year ended, December 31, 2019 ACHD received the following PHEP federal funding, which passed through the Ohio Department of Health:

**ASHAND COUNTY GENERAL HEALTH DISTRICT
ASHLAND COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019**

- A. Federal Grantor: Center for Disease Control and Prevention
CFDA: 93.074 Grant Period: 7/1/2018-6/30/2019
Grant Title: Public Health Emergency Preparedness
Project #: 00310012PH1019
Federal Expenditures: \$52,420.72
- B. Federal Grantor: Center for Disease Control and Prevention
CFDA: 93.069 Grant Period: 7/1/2019-6/30/2020
Grant Title: Public Health Emergency Preparedness
Project #: 00310012PH1120
Federal Expenditures: \$11,220.48

Food Protection Fund - This fund receives fees for licensing and inspection food services and retail food establishments.

Basis of Accounting

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D). This basis is similar to the cash receipts and disbursements accounting basis. The Board recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D) permit.

Budgetary Process

The Ohio Revised Code requires the District to budget each fund annually.

Appropriations Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control and appropriations may not exceed estimated resources. The Board of County Commissioners must annually approve appropriation measures and subsequent amendments.

Estimated Resources Estimated resources include estimates of cash to be received (budgeted receipts). The County Budget Commission must approve estimated resources.

Encumbrances The Ohio Revised Code requires the District to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are canceled, and reappropriated in the subsequent year.

A summary of 2019 budgetary activity appears in Note 4.

Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

**ASHAND COUNTY GENERAL HEALTH DISTRICT
ASHLAND COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019**

Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the District must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

Nonspendable The District classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

Restricted Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

Committed The Board can *commit* amounts via formal action (resolution). The District must adhere to these commitments unless the Board amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

Assigned Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by the Board or a District official delegated that authority by resolution, or by State Statute.

Unassigned Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The District applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Note 3 – Compliance

To the best of the knowledge of the governing board and Health Commissioner of the District, there are neither material budgetary violations to disclose nor any deficit fund balances which required management action to address.

Note 4 – Budgetary Activity

Budgetary activity for the year ending December 31, 2019, follows:

**ASHLAND COUNTY GENERAL HEALTH DISTRICT
ASHLAND COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019**

2019 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$1,037,821	\$1,055,773	\$17,952
Special Revenue	193,000	187,729	(5,271)
Total	<u>\$1,230,821</u>	<u>\$1,243,501</u>	<u>\$12,680</u>

2019 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$1,108,487	\$909,151	\$199,336
Special Revenue	224,310	198,892	25,418
Total	<u>\$1,332,797</u>	<u>\$1,108,043</u>	<u>\$224,754</u>

Note 5 – Deposits and Investments

As required by the Ohio Revised Code, the Ashland County Treasurer is custodian for the District's deposits. The County's deposit and investment pool holds the District's assets, valued at the Treasurer's reported carrying amount.

Note 6 – Intergovernmental Funding and Property Taxes

Intergovernmental Funding

The County apportions the excess of the District's appropriations over other estimated receipts among the townships and municipalities composing the District, based on their taxable property valuations. The County withholds the apportioned excess from property tax settlements and distributes it to the District. The financial statements present these amounts as intergovernmental receipts.

Property Taxes

Real property taxes become a lien on January 1 preceding the October 1 date for which the taxing authority of the subdivision to whose jurisdiction the District is subject adopts rates. The State Department of Taxation, Division of Tax Equalization, adjusts these rates for inflation. Property taxes are also reduced for applicable applicable non-business, owner occupancy, and homestead exemption credits and/or homestead and rollback deductions. The financial statements include credits and/or deduction

**ASHAND COUNTY GENERAL HEALTH DISTRICT
ASHLAND COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019**

amounts the State pays as Other Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the taxing district.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the District.

Note 7 – Interfund Balances

Advances

There are no material outstanding advances, not repaid by the end of 2019, to disclose.

Note 8 – Risk Management

The Health District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

The Board of County Commissioners manages employee health benefits on a self-insured basis. The employee health benefit plan provides basic health and dental coverage through CEBCO: The County Employees Benefits Consortium of Ohio, the third party administrator (TPA) of the program, which reviews and pays the claims. A specific excess loss coverage (stop-loss) insurance policy covers claims in excess of \$500,000 per employee per year. The family monthly premium is \$1692.50, employee plus one premium is \$1242.86, and single premiums were \$564.16 for medical.

Each full-time Health District employee receives a \$10,000.00 Life Insurance policy from Minnesota Life. The premium per employee is \$2.10 per month and is paid by the Health District.

The CEBCO sponsored Health & Wellness Plan charges the Health District a fee of \$25 annual fee per eligible/participatory employee.

Workers' Compensation coverage is provided by the State of Ohio. The District pays the State Workers' Compensation System a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs (if material).

During 2019, the County of Ashland, which includes the Ashland County General Health District, contracted with the County Risk Sharing Authority, Inc. (CORSA) for insurance coverage. The CORSA program has a \$2,500 deductible. Coverage provided by CORSA is as follows:

General Liability	\$1,000,000.00
Excess Liability	\$9,000,000.00
Law Enforcement Professional Liability	\$1,000,000.00
Public Officials Errors and Omissions Liability	\$1,000,000.00
Automobile Liability	\$1,000,000.00
Uninsured Motorists Liability	\$250,000.00

**ASHAND COUNTY GENERAL HEALTH DISTRICT
ASHLAND COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019**

Cyber Liability	\$1,000,000.00
Building and Contents	\$106,857,050.00
Other Property Insurance Flood and Earthquake	\$100,000,000.00
Comprehensive Boiler and Machinery	\$100,000,000.00
Crime Insurance Faithful Performance	\$1,000,000.00
Money and Securities	\$1,000,000.00
Depositor's Forgery	\$1,000,000.00
Money Order and Counterfeit Paper	\$1,000,000.00

There has been no significant reduction in insurance coverage from 2017 and settled claims have not exceeded this coverage in the past three years.

For 2019, the County participated in the County Commissioners Association of Ohio Service Corporation, a workers' compensation group rating plan (Plan). The Plan is intended to achieve lower workers' compensation rates while establishing safer working conditions and environments for the participants. The workers' compensation experience of the participating counties is calculated as one experience and a common premium rate is applied to all counties in the Plan. Each county pays its workers' compensation premium to the State based on the rate for the Plan rather than the county's individual rate.

In order to allocate the savings derived by the formation of the Plan, and to maximize the number of participants in the Plan, the Plan's executive committee annually calculates the total savings which accrued to the Plan through its formation. This savings is then compared to the overall savings percentage of the Plan. The Plan's executive committee then collects rate contributions from or pays rate equalization rebates to the various participants. Participation in the Plan is limited to counties that can meet the Plan's selection criteria. The firm of Comp Management, Inc., provides administrative, cost control, and actuarial services to the Plan. Each year, the County pays an enrollment fee to the Plan to cover the costs of administering the program.

The County may withdraw from the Plan if written notice is provided sixty days prior to the prescribed application deadline of the Ohio Bureau of Workers' Compensation. However, the County is not relieved of the obligation to pay any amounts owed to the Plan prior to withdrawal, and any county leaving the Plan allows the representative of the Plan to access loss experience for three years following the last year of participation.

Note 9 – Defined Benefit Pension Plans

Ohio Public Employees Retirement System

All (11) District's employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10 percent of their gross salaries and the District contributed an amount equaling 14 percent of participants' gross salaries. The District has paid all contributions required through December 31, 2019.

Note 10 – Postemployment Benefits

**ASHAND COUNTY GENERAL HEALTH DISTRICT
ASHLAND COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019**

OPERS offers a cost-sharing, multiple-employer defined benefit postemployment plan, that includes multiple health care plans including medical coverage, prescription drug coverage, and deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients. The portion of employer contributions allocated to health care for members in the traditional pension plan and combined plan was 0 percent during calendar year 2019. The portion of employer contributions allocated to health care for members in the member-directed plan was 4.0 percent during calendar year 2019.

Note 11 – Construction and Contractual Commitments

There are no potentially significant outstanding construction or other contractual commitments.

Note 12 – Contingent Liabilities

To the best of the knowledge of the governing board and Health Commissioner of the District, there are no contingent liabilities that will materially adversely affect the District's financial condition.

Amounts grantor agencies pay to the District are subject to audit and adjustment by the grantor principally the federal government. The grantor may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.

Note 13 – Related Party Transactions

To the best of the knowledge of the governing board and Health Commissioner of the District, there are no related party transactions to disclose.

Note 14 – Subsequent Events

To the best of the knowledge of the governing board and Health Commissioner of the District, there are no events occurring after the end of the year that significantly affects the financial condition of the Health District (debt issue, tax levy, etc.).

Ashland County Board of Health

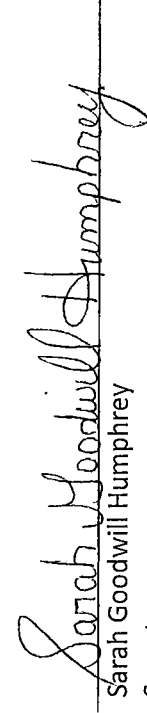
2020 Employee Salary Plan

Approved: 01/14/2019 Effective: 01/20/2020

EMPLOYEE	POSITION	CURRENT PAY	NEW PAY	COUNTY GENERAL	COUNTY FOOD	COUNTY PHEP
Sarah Goodwill Humphrey	Health Commissioner	\$75,293.92	\$77,176.27	\$77,176.27		2968.32 Per Pay
Patricia Donaldson	EH Director	\$52,023.92	\$53,324.52	\$53,324.52		2050.94 Per Pay
Shirley Bixby	Nursing Director	\$49,643.36	\$50,884.44	\$50,884.44		1957.09 Per Pay
					COUNTY FOOD	COUNTY PHEP
Jill Hartson	PHEP / Accreditation Coordinator	\$22.00	\$26.00	\$4.00 for 70 hours per pay		\$22.00 per 70 hours per pay
Jennifer Frazier	Registered Sanitarian	\$20.00	\$20.50		\$20.50	
Laurie McFarlin	Public Health Nurse	\$19.45	\$19.94	\$19.94		
Jenna Gerwig	Public Health Nurse/Epidemiologist	\$18.52	\$18.98	\$18.98		
Karleigh Stichert	Sanitarian in Training	\$18.25	\$18.71	\$18.71		
Jennifer Helbert	Deputy Registrar/ Finance Clerk/ EH Clerk	\$14.10	\$14.45	\$14.45 for 28 hours	\$14.45 for 28 hours	\$14.45 for 14 hours
Lauren Jeffery	Registrar	\$13.25	\$13.58	\$13.58		
Andrea Ellison	Nursing Clerk	\$11.00	\$11.28	\$11.28		

** Adopted by the Board of the Ashland County General Health District this 14th day of January, 2020, effective January 20, 2020.


Jeff Hardman
President


Sarah Goodwill Humphrey
Secretary

Ashland County Board of Health

Ashland County Board of Health